**MINUTES OF THE PROCEEDINGS OF THE STATUTORY MEETING**

Minutes of the statutory meeting of the X Y Co. Ltd. held on……….day of ……….20……….at……….P,M. at the registered office of the Company.

Present

1. Mr. . ……….………. Chairman

2. Mr . ……….………. Director

3. Mr . ……….………. Director

4. Mr . ……….………. in person

5. Mr . ……….………. in person

6. Mr . ...........………. by proxy

7. Mr . ……….………. by proxy

The Secretary of the company read out the Notice convening the statutory meeting and the statutory report having been duly circulated amongst all the members of the Company as required under section 165(2) of the Companies Act, 1956 was taken as read.

2. The Chairman informed the members present that the list showing the names, description and addresses of the members and the number of shares held by them was ready for their inspection and will remain open for inspection to any member of the Company during the continuance of the meeting. The Chairman explained the progress in civil work of the Company's factories, and pointed out to the members that they may discuss any matter relating to the formation of the Company and any matter relating to the statutory report. Thereupon some members asked some questions on the said matters, which were duly replied by the Secretary of the Company to their entire satisfaction. The Statutory report was unanimously adopted. The meeting terminated with a vote of thanks to the Chair.

Date………. Chairman